

Selection Process

The process may include a written and/or performance exam, individual and/or panel interview, or other related test components. Reference and fingerprint checks are required for this position.

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

**THE CITY OF FREMONT IS AN
EQUAL OPPORTUNITY EMPLOYER
REASONABLE ACCOMMODATION**

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human

Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Tentative Recruitment Schedule

First Review

November 30th

Oral Board Interviews

Week of December 10th

Start Date

January 2013



Contact the City

Phone: (510) 494-4660

Website: www.fremont.gov/employment

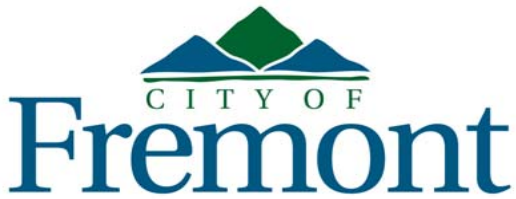
Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:



12HS14

Posted: 11/5/12



Invites Your
Interest In The
Position Of

Counselor
(Bilingual – Spanish)



Are you interested in being part of a dynamic city where you can truly make an impact? Do you enjoy interacting with and making a difference in the community? Do you want to help people get back into the workforce? Then the City of Fremont’s Family Resource Center may be the place for you!

The recruitment will remain open until filled.

YOUR FUTURE IS IN FREMONT

This is Our Fremont Community

The City of Fremont is a full-service city with a budget of \$133.5 million in fiscal year 2012-2013, employing 840 regular employees. As the 4th largest city in the Bay Area, Fremont enjoys strong demographics and is one of the most culturally and ethnically diverse communities in the region. With its strong and diversified business base, Fremont is an important economic force in the region. It is also recognized for its superior schools, quality parks and amenities, and low crime rate. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

The Department

The Fremont Family Resource Center (FRC) is a Division of the Human Services Department of the City of Fremont, and provides core services to a collaboration of 25+ State, County, City of Fremont and non-profit organizations co-located and working together to serve families in southern Alameda County. Services of the FRC include adult and youth employment, cash aid, CalFresh food stamps, child care information and referral, counseling, public health and mental health services, housing information, parent support services, educational programs, taxes, credit



repair, personal support services, intensive and coordinated family case management, workshops and support groups. Services of the FRC Core Team include Family Support Services and SparkPoint (a financial coaching center).

The Position

As a member of the Family Resource Center (FRC), the Counselor will provide individual, family, and group counseling and case management services to enhance the mental health of CalWORKS participants referred to us, and to assist them in breaking down the barriers that are preventing them from returning to the workforce. The model utilized is the Family Service Team, a multi-agency and multi-disciplinary team that works with CalWORKS participants. The counselor will be a member of the Family Service Team and will work individually with CalWORKS participants. In addition, the Counselor may be assigned to providing family case management to other non-CalWORKS individuals. The Counselor will also supervise graduate student interns working within the same program. The counselor must be fluent in Spanish.

Examples of Duties

- Conduct intake evaluations to determine the type and severity of problems
- Establish a diagnosis and prepare written treatment plans
- Determine counseling objectives
- Observe client behavior and modify treatment plans to incorporate new information and changing perceptions
- Perform individual, family and group counseling, using a variety of therapeutic and counseling techniques, to enhance mental and emotional health and level of social functioning
- Participate as the client's advocate on the Family Services Multi-Disciplinary Team
- Provide additional case management services and/or coordinate with the Family Support Services Case Manager to address parent/family needs
- Conduct home visits as required

- Refer clients to available therapeutic, social service, educational and medical resources when needed
- Conduct crises intervention when necessary
- Maintain clinical documentation in PsychConsult, FRC's computerized information system, and other documentation as required
- Recruit and provide clinical supervision to assigned counseling interns/trainees
- May conduct educational programs for parents, children, youth, counseling interns/trainees and the general public

Education and Experience

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to acquire the appropriate background include a Master's Degree in social work, social welfare or comparable field and two years of progressively responsible experience providing counseling services to children and their families.

This position requires the ability to travel independently within and outside of City limits. Spanish fluency required. The following are highly desirable: LCSW, plus completion of the required training to provide clinical supervision; familiarity with Medi-Cal (EPSDT) and TCM documentation requirements.

The Ideal Candidate

The FRC Division is searching for a self-motivated individual who has exceptional clinical and organizational skills. The successful candidate will possess strong written and oral communication abilities, as well as a positive customer service attitude. In addition, the incumbent will employ creative problem solving techniques and display keen observation and evaluation skills of the clients.

* Positions in this classification require possession of a valid Class C California Driver's License. Failure to possess or maintain the valid required license shall result in discipline up to and including termination of employment.

Compensation and Benefits

Annual salary for this position is from \$62,782 to \$76,305 DOQ. Current benefit features include:

Cal PERS Retirement Benefit*

- Legacy Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
- New Employees - 2% @ 62 benefit 3 yr. final average compensation.
- 12.29% employee-paid portion of PERS is tax deferred (7% employee required contribution and 5.29% cost sharing eff. 7/1/12)
- Health Benefit Allowance of \$1,521.95 monthly for employees/dependents that includes medical, dental and vision plans; child care and medical expenses can be paid with pre-tax dollars
- 192 hours of general leave time per year. General leave may be used for vacation and sick leave.
- Thirteen paid holidays, including one floating holiday.
- City paid term life insurance and long-term disability insurance.
- Optional supplemental life insurance, short-term disability insurance, AD&D insurance, and deferred compensation plans available.
- Counselors possessing and maintaining one of the following licenses: LCSW, LMFT, OHN, or Clinical Psychologist are eligible to receive a \$300/month stipend.

The probationary period for this FACE represented position is six (6) months.

*Refer to CalPERS web site for complete definitions of Legacy and New employees: calpers.ca.gov

Application Instructions

To be considered for this position, submit a completed City application and resume:

- ◆ Through our online application system at www.fremont.gov/apply or;
- ◆ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

The recruitment will remain open until filled. The first review of applications is November 30th. Candidates are encouraged to apply early.